

UTSW Protect Daily COVID-19 Screening Tool

WHAT

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WHAT

COVID-19 Daily Screening

To ensure safety and well-being on campus, **all non-clinical employees, faculty, and learners** should complete a daily COVID-19 screening questionnaire. This quick, efficient process is designed to:

- Screen individuals through **2-3 simple Yes/No questions**
- **Ascertain which individuals need to contact Occupational Health before** coming to campus
- Provide an **attestation** of an individual's **current health** condition

WHY

COVID-19 Daily Screening Tool Specifications

The **safety and health of our entire UT Southwestern community** is paramount to our continued operational success.

Understanding **who is on campus**, as well as **who is cleared to work on campus**, allows for a **greater sense of security** and safety.

Managers will be able to **readily identify form completion**, not sensitive medical information.

WHO

COVID-19 Daily Screening Tool Specifications

All employees, faculty, and learners are required to complete COVID-19 screening prior to starting their workday or education through one of two ways:

Personnel in nonclinical buildings may [complete the “UTSW Protect” screening online](#) or call **214-645-5100** prior to starting their workday or education – **regardless of whether they will be on campus.**

Personnel in clinical buildings will continue to be screened at our clinical facilities entrances. This step meets the daily screening requirement for both clinical and nonclinical individuals working and learning at our clinical facilities.

[Reports](#) can be generated by Managers on a weekly basis. It is understood that **managers will ensure their team completes the screening questionnaire daily** and follow up with those who do not.

WHEN

COVID-19 Daily Screening Tool Specifications

Daily screening via [UTSW Protect](#) will go into effect for all employees, faculty, and learners on **Thursday, October 1**, and will continue until further notice.

Individuals should **complete the questionnaire in real time** and no sooner than two hours before they are expected to start their scheduled shift.

If an individual fails the screening questions, they should not come to campus. They will be immediately provided a link to the [Occupational Health Online Screening Form](#).

A [Tip Sheet](#) to fill out this form is available.

Individuals should **notify their managers that they are unable to work** on campus.

Occupational Health will need to clear the individual before they may return to work on campus.

HOW

COVID-19 Daily Screening Tool (UTSW Protect) Tip Sheet

You can either call **214-645-5100** or complete the [UTSW Protect](#) daily screening tool. A [Tip Sheet](#) to use the tool is available—the steps within it are outlined below (and on subsequent pages).

UTSW Protect is a daily screening tool that will help you stay safe, as well as help others stay healthy and safe, too. Please follow the steps outlined in this Tip Sheet to complete the screening tool.

1.1

To access the UTSW Protect daily screening tool, please navigate to [UTSW Protect](#).

1.2

Once you have accessed the site, enter your UTSW Username and Password in the provided fields. Click on **Login**.

UTSouthwestern
Medical Center

UTSW Protect

Login using your SouthwesternID and Password

Login

HOW

COVID-19 Daily Screening Tool (UTSW Protect) Tip Sheet

(continued)

UT Southwestern
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UTSW Protect

1.3

Please answer **Question 1** honestly.

1. Are you planning to come to a UTSW campus or facility today? *

Yes No

Submit Reset

If you respond **No** to **Question 1**, a message will display that clears you from completing further steps.

Have a nice day and stay home safe.

1.4

If you answer **Yes** to **Question 1** (that you are planning to come to campus), please answer the additional questions honestly.

If you respond **No, I have no symptoms** to **Question 2** and **No, I have not been exposed** to **Question 3**, a message will display that clears you from completing further steps. There is nothing more for you to do.

1. Are you planning to come to a UTSW campus or facility today? *

Yes No

2. Since your last visit to campus, have you had symptoms related to COVID-19? *

Common signs and symptoms include:

- Loss of taste or smell
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

Yes, I have symptoms. No, I have no symptoms.

3. Since your last visit to campus, have you been exposed to someone who has recently tested positive for COVID-19? *

Yes, I have been in contact with a COVID-19 positive individual. No, I have not been exposed

Submit Reset

You are all set to visit the campus today.


HOW

COVID-19 Daily Screening Tool (UTSW Protect) Tip Sheet

(continued)

1.5

If you respond **Yes, I have symptoms** to [Question 2](#) or **Yes, I have been in contact with a COVID-19 positive individual** to [Question 3](#), you will receive a message stating: **STOP – Do not come to campus.**



STOP – Do not come to campus as you have screened as having symptoms or possible exposure to COVID-19. Please complete the [Occupational Health online screening form](#) and Occupational Health will follow up with you within 6 business hours. You will also need to notify your supervisor/instructor that you will not be on campus today.

1.6

Answering **Yes** to either [Question 2](#) or [3](#) will require that you complete the [Occupational Health Online Screening Form](#). A Tip Sheet to complete that form may be accessed by clicking [here](#).

To contact Occupational Health directly, feel free to use the contact information below:

Work: 214-645-5300 [Website](#)
Fax: 214-645-5196 [Email](#)

FAQ

Frequently Asked Questions

A comprehensive list of [FAQ's](#) related to this process is available for your benefit. Questions include:

- Will employees be allowed to go to their own healthcare provider?
- How will managers know if an employee does not complete the daily screening?
- How should managers handle non-compliance?
- If an individual is unable to report to work, what accruals should be used?
- How should time be coded in Kronos?
- Will an individual receive points for attendance if they are sent home?
- Does an employee need a release to return to work?

If you have additional questions, please contact the [UTSW Protect team](#).

Q & A

Questions and Answers

What questions can we answer?